

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110030-2

CONTROL NO.

## REPORTS INVENTORY

DDS/OF-098

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Congressional Budget				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL	TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 10		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually		6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>		9. DIRECTIVE AUTHORITY REQUIRING REPORT PPB	
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	\$3.36		8		\$26.88		1		\$ 26.88
GS-10	5.75		16		92.00		1		92.00
GS-13	9.94		8		79.52		1		79.52
GS-15	12.84		1		12.84		1		12.84
GS-18	17.07		1		17.07		1		17.07
			34		201.43				\$201.43

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR									\$ 201.43

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Agency Requirement: Revision of office estimates to reflect reductions made by Congress in Agency budgets

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by PPB <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110030-2		18. EXTENSION